



STATE OF RHODE ISLAND  
invites applications for the position of:

## STUDENT PLANNING ASSISTANT

**DEPARTMENT:**

DEPARTMENT OF  
TRANSPORTATION

**DIVISION:**

**OPENING DATE:**

05/18/18

**CLOSING DATE:**

Continuous

**SALARY:**

\$14.00 - \$18.00 Hourly  
\$980.00 - \$1,260.00 Biweekly

**PAY GRADE:**

0277 H

**JOB TYPE:**

Non-Union (99)

**NAME OF BARGAINING UNIT UNION:**

Non-Union (99)

**LOCATION:**

Two Capitol Hill, Providence

**SCHEDULED WORK DAYS: HOURS OF  
WORK**

Monday - Friday

**WORK WEEK:**

Standard 35.0 Hours

**JOB NUMBER:**

04902

**CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To assist in making standard technical planning studies in connection with community, regional and state planning activities or highway planning activities; to perform duties related to policy research, program planning and development, project management, historic and cultural preservation, and Civil Rights/EEO; to prepare reports thereon; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom specific instructions are received; work is reviewed in process and upon completion.

SUPERVISION EXERCISED: Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Transit – to work in one or more areas of transportation planning performing activities such as: conducting commuter rail and ferry on-board passenger surveys at three RI train stations and preparing an analysis of the ridership data and other demographic data to assist in transit service planning; assisting in the effort to coordinate and build consensus within the state's existing Freight Working Group and with private sector representatives to facilitate the preparation of the State's Freight Plan; developing a methodology to assess the economic impact of transportation infrastructure improvements; assessing the applicability of transportation financing methods in peer states, and assist with

Transportation Alternatives Program, corridor analysis and capital programming.

Project Management – to provide support for all project management activities including: historic and cultural preservation; the monthly Key Performance Indicators submission to the Office of Management and Budget; to prepare an annual performance report, including goal setting and review of existing processes for streamlining. Responsibilities include: assisting with the tracking, analyzing, and trending of existing metrics to measure specific program outcomes; evaluation of data collected through various means (e.g., interviews, surveys, site visits, document reviews, workflow analysis, etc.) and establishing new metrics as needed; to research topics on Transportation Performance Management including best practices among the state DOT's and the national performance management goal areas under MAP-21; to assist in the development of business process workflows, policies and procedures; development of organizational communications, training materials and other resources supporting RIDOT's project management processes and standards; development of talking points, briefing documents and other presentation material as needed; updating of scorecards and dashboards as needed.

Civil Rights/EEO – to assist in policy research and development, data analysis and management, program evaluation, outreach, program manual development and training in program area, such as ADA, Title VI, Internal and External Programs..

To do related work as required.

## REQUIRED QUALIFICATIONS FOR APPOINTMENT:

**KNOWLEDGES, SKILLS AND CAPACITIES:** Must possess an understanding of basic statistical techniques and analysis; the ability to collect and analyze data with attention to detail; the ability to produce professional written reports for a range of audiences; a sound knowledge of Microsoft Office Suite 2010 (Word, Excel, PowerPoint, etc.); and related capacities and abilities.

**EDUCATION:** Applicants must be a second year student, graduate or law school student currently enrolled at an accredited college/university. Students majoring in public administration, community planning, historic preservation, political science, business administration, management, or related concentration programs are given preference. A student's academic standing and GPA are considered for placement preference.

## SUPPLEMENTAL INFORMATION:

Full time students must attach a current resume detailing their education, work experience and any community involvement, a statement of interest describing career plans and a copy of latest unofficial college academic transcript. If selected, applicant must provide most recent official college transcript. **Graduate students receive \$18.00, hourly.**

### AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

**CRIMINAL CONVICTIONS:** Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGLS 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #04902  
STUDENT PLANNING ASSISTANT  
MC

One Capitol Hill  
Providence, RI 02908

[questions@hr.ri.gov](mailto:questions@hr.ri.gov)

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## **STUDENT PLANNING ASSISTANT Supplemental Questionnaire**

\* 1. Are you currently enrolled full-time in an academic program at a four-year college or university?

☐ Yes   ☐ No

\* 2. What academic year/class level are you currently enrolled in?

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Graduate

\* 3. What is your last semester's cumulative grade point average?

\* Required Question